

**INSTRUCTIONS FOR FORM FOR CA 800CCR FC1, CA 800CCR FC1 ADJ,
CA 800CCR WA FC1, CA 800CCR WA FC1 ADJ,
CA 800CCR EFC FC1 AND CA 800 EFC WA FC1
CA 800 FACILITY REPORT (FC1) AND ADJUSTMENTS BEFORE 10/01/08 ONLY**

Foster Family Agencies (FFA), Intensive Services Foster Care (ISFC), Group Home (GH) and Short Term Residential Therapeutic Program (STRTP)

1. The county name and month and year will populate when the Certification form is completed.
2. Column A (FFA/ISFC) and Column I (GH/STRTP): Enter the facility name.
3. Column B (FFA/ISFC) and Column J (GH/STRTP): Enter the Program Number from the FFA/ISFC or GH/STRTP rate lists.
4. Columns C (FFA/ISFC) and Column K (GH/STRTP): (County to manually enter.) Designate maintenance costs as:
 - R-Revised
 - C-Current
 - P-Prior
 - O-Original.
5. Columns D (FFA/ISFC) and Column L (GH/STRTP): Enter persons count.
6. Column E (FFA/ISFC) and Column M (GH/STRTP): Enter the total benefit amount paid to the facility (amounts above the state set rate must not be included).
7. Column F (FFA/ISFC) and Column N (GH/STRTP): Enter the time study Title IV-E eligible percentage for each facility. (This line is currently blocked.)

Maintenance Costs (Column G) for FFA/ISFC

8. Column G1 (Maintenance Ratio) will calculate automatically when the required ratios are entered.
9. Column G2 (Total Maintenance Costs): The total maintenance costs will calculate automatically. (*Note: Total aid paid minus total administrative costs equals the total maintenance costs [Column E - Column H2 = Column G2].*)
10. Column G3 (FFA Social Worker Ratio): Enter the Nonfederal maintenance ratio from the appropriate FFA/ISFC rate letters.
11. Column G4 (Total Social Worker Costs): The total social worker costs will calculate automatically. (*Note: Total maintenance costs minus FFA Social Worker ratio will equal the total social worker costs [Column G2 – Column G3 = Column G4].*)

12. Column G4a (FFA Social Worker Eligible Title IV-E Costs): The total Title IV-E eligible costs will calculate automatically. *(Note: The FFA Social Worker Eligible Title IV-E Costs equals to total social worker costs multiplied by the time study IV-E eligible percentage [Column G4 x Column F = Column G4a].)*
13. Column G4b (FFA Social Worker Non Title IV-E Eligible Costs): The total non Title IV-E eligible costs will calculate automatically. *(Note: The FFA Social Worker Non Title IV-E Eligible Costs is the difference between the total social worker costs and the FFA social worker eligible Title IV-E costs [Column G4 - Column G4A = Column G4b].)*

Administrative Costs (Column H) for FFA/ISFC

14. Column H1 (Administrative Ratio): Enter the administrative cost ratio from the appropriate FFA/ISFC rate letters.
15. Column H2 (Total Administrative Costs): The total administrative costs will calculate automatically. *(Note: The total administrative costs equals the administrative ratio multiplied to the total aid paid [Column E x Column H1 = Column H2].)*
16. Column H3 (Federal Administrative Ratio): Enter the federal administrative cost ratio from the appropriate FFA/ISFC Rate Letter.
17. Column H4 (Total Federal Administrative Costs): This amount will calculate automatically. *(Note: The total federal administrative costs is the result of the administrative ratio multiplied to the total admin costs [Column H2 x Column H3 = Column H4].)*
18. Column H5 (Social Worker Administrative Ratio): This amount will calculate automatically when the required ratios are entered.
19. Column H6 (Total Social Worker Administrative Costs): This amount will calculate automatically. *(Note: The total social worker costs are the difference between the total admin costs and the total federal admin costs [Column H2 - Column H5 = Column H6].)*
20. Column H6a (Social Worker Eligible Title IV-E Administrative Costs) will calculate automatically. *(Note: The FFA Social Worker Eligible Title IV-E Costs equals to total social worker costs multiplied by the time study Title IV-E eligible percentage [Column H6 x Column F = Column H6a].)*
21. Column H6b (Social Worker Non Title IV-E Eligible Admin Costs) will calculate automatically. *(Note: The Social Worker Non Title IV-E Eligible Admin Costs is the difference between the total social worker costs and the social worker eligible Title IV-E admin costs [Column H6 - Column H6a = Column H6b].)*

Maintenance Costs (Column O) for GH/STRTP

22. Column O1 (GH/STRTP Social Worker ratio): Enter the Non Title IV-E eligible maintenance ratio from the appropriate GH/STRTP rate letters.
23. Column O2 (Total Social Worker Costs): The total maintenance costs will calculate automatically. *(Note: Total aid paid multiplied by the GH/STRTP social worker ratio will equal the total social worker costs [Column M x Column O1 = Column O2].)*
24. Column O2a (GH/STRTP Social Worker Eligible Title IV-E Costs): The eligible Title IV-E costs will calculate automatically. *(Note: The GH/STRTP Social Worker Eligible Title IV-E Costs equals to total social worker costs multiplied by the time study Title IV-E eligible percentage [Column O2 x Column N = Column O2a].)*
25. Column O2b (GH/STRTP Social Worker Non Title IV-E Eligible Costs): The non Title IV-E eligible costs will calculate automatically. *(Note: The GH/STRTP Social Worker Non Title IV-E Eligible Costs is the difference between the total social worker costs and the social worker eligible Title IV-E costs [Column O2 - Column O2a = Column O2b].)*

General Instructions

26. The Total of Columns D, E, G2, G4, G4a, G4b, H2, H4, H6, H6a, H6b, L, M, N, O2, O2a and O2b will calculate automatically.
27. The total of Column H4 and H6a should equal the total of Line 29 for foster care and Line 42 for wraparound on the CA 800CCR FED tab. The total of Column H4 and H6a should equal the total of Line 26 on the CA 800CCR 18+ FED tab for EFC.
28. The total of Column H6b should equal the total of Line 30 for foster care and the total of Line 27 on the CA 800CCR 18+ FED tab for EFC.
29. The total of Column G4b and O2b should equal the total of Line 31 for foster care and the total of Line 28 on the CA 800CCR 18+ FED tab for EFC.
30. If any amount, other than zero, appears on the “check calculation” row, this indicates an error. Please correct before submitting. Please contact assistance.claims@dss.ca.gov for questions regarding the CA 800 claim.